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IHC-D-111/1.9/14
30 March 1970

UNITED STATES INTELLIGENCE BOARD
INTELLIGENCE INFORMATION HANDLING COMMITTEE

MEMORANDUM FOR: Distribution List

SUBJECT: Request for Evaluation of the USIB File and
Program Catalog System (FPCS)

1. As a participant in the USIB and DIA File and Program Catalog System (FPCS), you are requested to evaluate the System. Please complete the attached USIB FPCS Evaluation Form and return it to the USIB IHC Support Staff by 13 May 1970. A DIA representative working with the IHC Support Staff will analyze and evaluate the comments submitted by DoD organizations. The IHC Support Staff will consolidate the evaluations into a report to be submitted by the IHC to USIB with appropriate recommendations.

2. Background. The USIB File and Program Catalog System (FPCS) was established in 1966 to facilitate the exchange of files, programs and intelligence information among members of the intelligence community. Since the DIA FPCS, which was then about to be implemented, was designed to provide (among other things) all the elements of information necessary for the USIB FPCS, DIA was requested to operate their system for the whole community. The Reporting Manual for the USIB FPCS is substantially a revised and annotated version of the manual for the DIA FPCS. The chief difference between the two manuals is that, although the data elements listed in each are identical, the USIB manual makes some of them optional rather than mandatory.

3. When the USIB FPCS was initiated, it was recognized that evaluation of the system would be required and the task was assigned to the Committee on Documentation (CODIB) Support Staff. This task was among those inherited by the Intelligence Information Handling Committee (IHC) Support Staff when the IHC was created in April 1968.

4. To support recommendations for modification of the FPCS to enhance its effectiveness, an evaluation of the

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system must be based on valid data on its current status, its costs to the community, the benefits it provides and its prospects for future usefulness. The attached form is intended to facilitate evaluation of the FPCS by those who participate in the system.



Chairman

25X1A

Attachments:

- A. Distribution List
- B. Evaluation Form

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ATTACHMENT A
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DISTRIBUTION LIST

CIA (O/PPB)	14
DIA	131
DIRNSA (L-214)	5
STATE (ATTN: O/SNS)	1
Department of the Army (ACSI)	1
Department of the Navy (NAVINTCOM (OP920R))	1
Department of the Air Force (AFNIN)	1
FBI (Mr. Earl W. McCoy)	1
AEC (Mr. Kirby A. Gean)	1

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ATTACHMENT B
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U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

FILE AND PROGRAM CATALOG SYSTEM

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INTRODUCTION

1. This form should be completed and returned to the following address by 13 May 1970:

IHC Support Staff
Room 4E24
CIA Headquarters
Washington, D. C. 20505

2. The current documents for the USIB FPCS are as follows:

- (a) USIB File and Program Catalog System Reporting Manual, CODIB-D-111/1.9/9, December 1966^{1/}
- (b) SECRET USIB/IHC Publications dated 1 November 1969.

<u>Publication</u>	<u>DIA Control No.</u>
1. ADP File Catalog	S-19840/MS-6
2. ADP File Catalog Indexes	S-19841/MS-6
3. ADP Program Catalog	S-19842/MS-6
4. ADP Program Catalog Indexes	S-19843/MS-6

- (c) TOP SECRET/SI USIB/IHC Publications dated 1 May 1969^{2/}

<u>Publication</u>	<u>DIA Control No.</u>
1. ADP File Catalog	04304
2. ADP Program Catalog	04306

^{1/} DIA/DoD organizations may use DIAM 65-8-1. The ADP File and Program Catalog System (FPCS).

^{2/} Update pages for these publications dated 1 November 1969 were forwarded under DIA letter of Transmittal No. TS-SI-8990/MS-6, dated 17 February 1970.

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3. It is desirable, if possible, to complete the form at the level of For Official Use Only. If, however, classified information is required to provide a comprehensive response, the Form may be classified and transmitted to the IHC Support Staff through appropriate channels. If additional space is required to respond to any item in the Form, use a continuation sheet and indicate the Items continued, e.g., I.A.2.a., II.B., etc. Separate entries in the Form for the SECRET and TOP SECRET Catalogs are necessary only where the evaluation of each is different. Otherwise, a single evaluation will be taken to apply to both.

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Items for Evaluation

I. Catalog Evaluation

A. File Catalog

1. File Descriptions Submitted

- (a) Give the total number of files for which you have submitted File Descriptions since the FPCS was started. _____
- (b) Of that number how many have you deleted from the Catalog? _____
- (c) How many File Descriptions have you updated for each of the following issues of the Catalog?
 - November 1968 _____
 - May 1969 _____
 - November 1969 _____
- (d) How many additional File Descriptions do you expect to submit during the next three years? _____
- (e) How many do you expect to delete in the next three years? _____

2. Requests

- (a) What requests for file documentation have you initiated as a result of listings in the File Catalog? (List as in the following example).

<u>File Originator</u>	<u>File Indent.</u>	<u>Date Requested</u>
WØKPAA	DBRF	13 August 1968

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- (b) What requests for files or extracts from files (data, as contrasted to file descriptions in (a), above) have you initiated as a result of listings in the File Catalog? (List requests for files and requests for extracts separately using the following format:)

<u>File Originator</u>	<u>File Ident.</u>	<u>Date Requested</u>
H030000	AIF	14 December 1969

- (c) How many requests do you expect to initiate during the next three years? _____

3. Usefulness of File Catalog

- (a) Rate the usefulness of the File Catalog according to the following scale: _____

Most Beneficial	(1)
Very Useful	(2)
Useful	(3)
Marginally Useful	(4)
Not Useful	(5)

- (b) Explain your rating.

- (c) Should the file catalog be continued in its present form? Yes _____ No _____ (Check one)
Comments?

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B. Program Catalog

1. Program Descriptions Submitted

- (a) Give the total number of programs for which you have submitted Program Descriptions since the FPCS was started. _____
- (b) Of that number how many have you deleted from the Catalog? _____
- (c) How many Program Descriptions have you updated for the following issues of the Catalog?

November 1968 _____
May 1969 _____
November 1969 _____

- (d) How many additional program descriptions do you expect to submit during the next three years? _____
- (e) How many do you expect to delete in the next three years? _____

2. Programs Requested

- (a) What requests for programs have you initiated as a result of listings in the catalog? (List originator, program identifier, and date for each request as shown below.)

<u>Program Originator</u>	<u>Program Ident.</u>	<u>Date Requested</u>
H03000	AA0102	26 February 1969

- (b) How many requests for programs do you expect to initiate during the next three years? _____

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3. Usefulness of Program Catalog

- (a) Please rate usefulness of Program Catalog on the following scale: _____

Most Beneficial (1)
Very Useful (2)
Useful (3)
Marginally Useful (4)
Not Useful (5)

- (b) Explain your rating.

- (c) Should the program catalog be continued in its present form? Yes _____ No _____ (Check one)
Comments?

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II. Index Evaluation

A. Usefulness

Please rate each index for its usefulness according to the following scale:

Scale: Always Useful (1)
Often Useful (2)
Sometimes Useful (3)
Seldom Useful (4)
Never Useful (5)

File Catalog Indexes

KWIC Index _____
IAC Index _____
ISC Index _____
Program _____
Catalog Index _____

B. Suggestions for better indexing.

Please suggest what indexes other than the existing ones would facilitate your use of the file and program catalogs.

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III. USIB FPCS Manual Evaluation

A. Which manual do you use? (Check one).

1. CODIB-D-111/1.9/9 USIB File and Program Catalog System _____
2. DIAM 65-8-1 The ADP File and Program Catalog System _____

B. Have you had any difficulties in following the instructions contained in the Manual? (If so, please describe them).

C. Card Data Content

In Chapter II of each of the two manuals, under the heading Card Data Content, the data items to be used in File and Program Descriptions are listed. Although the lists of items are the same in both manuals, mandatory items are flagged with an asterisk (*) in the USIB Manual and unflagged items are optional. All items are mandatory for DIA/DoD organizations. In the questions below you will be asked to suggest which mandatory items should be made optional (and vice versa for those using the USIB Manual), whether any elements should be eliminated and what additional elements would be useful. Data items may be referred to by the reference line they occupy under Card Data Content in Chapter II of the manuals, thus "a.(1)" stands for "Report Originator", "b.(3)(h)" represents "File Update Cycle", "d.(2)(e)" means "Program Size", etc. The name of the data item (Report Originator, etc.,) is also acceptable.

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1. File Description

(a) Which data items, if any, should be changed from mandatory to optional?

(b) Which data items should be changed from optional to mandatory?

(c) Which data items should be eliminated?

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- (d) What additional data items would be useful in describing a file? (Indicate whether mandatory or optional).

2. Program Descriptions

- (a) Which data items, if any, should be changed from mandatory to optional?
- (b) Which data items should be changed from optional to mandatory?
- (c) Which data items should be eliminated?
- (d) What additional data items would be useful in describing a program? (Indicate whether mandatory or optional):

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IV. Cost Evaluation

In section A and B, below, you will be asked to provide data concerning expenditures and/or savings which may be attributed to use and maintenance of the FPCS. As much as possible the data should be quantified in units such as man-hours, man-years, hours of computer time, etc. These should be categorized as to whether the quantity represents clerical, professional, analyst or programmer effort or time on a specific type of computer, e.g.,

10 man-hours (clerical)
1 man-year (programmers)
40 hours (IBM 1401)

A. File Catalog

1. Please estimate manpower, machine time and other resources you expended in preparing and updating file descriptions for each year 1967 through 1969.

2. Please estimate savings in resources achieved through the use of the File Catalog each year 1967 through 1969.

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B. Program Catalog

1. Please estimate manpower, machine time and other resources expended in preparing and updating program descriptions for each year 1967 through 1969.
2. Please estimate savings in resources achieved through the use of the Program Catalog in each year 1967 through 1969.

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V. Remarks

(Additional comments concerning the catalogs, the indexes, the FPCS Manual or any other aspect of the system may be provided here).

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